

Policy: AD-04-03
Policy Title: Vehicle Locking Policy
Policy Purpose: Minimize vulnerability
Implementation Date: 07/15/2004
Revision Date: N/A

**TOWN OF WESTFIELD
PUBLIC WORKS DEPARTMENT
VEHICLE LOCKING POLICY**

This policy is being created with the intention to minimize vulnerability to the department regarding vehicles. Since the events of September 11, 2001 the ways of doing business have changed for several entities. Taking things for granted can no longer be allowed due to the reality of terrorism, theft, violence, and vandalism that are present in our society today. Public Works Departments, Utilities, Police Departments, and Fire Departments across the country have been labeled as critical infrastructure organizations. It is our responsibility to manage our assets with increased awareness and vigilance. Vehicles are not excluded from this responsibility. Therefore, the criteria below shall be adhered to by all department personnel.

1. All vehicles shall be locked at all times when not occupied by department personnel.
2. No vehicle shall be left operating if unoccupied.

Breaches of this policy will be subject to discipline as set forth in the latest Town of Westfield Personnel, Policies, Procedures, and Benefits Manual.

Thank you in advance for cooperating with this policy.

Bruce A. Hauk, Director
Westfield Public Works